

Uploading Documents

How to ...

When putting documents on Blackboard please use the instructions below which show how to post an **Item**, as opposed to how to post a **File**. The File option has been known to cause problems making students using Macs unable to see the documents.

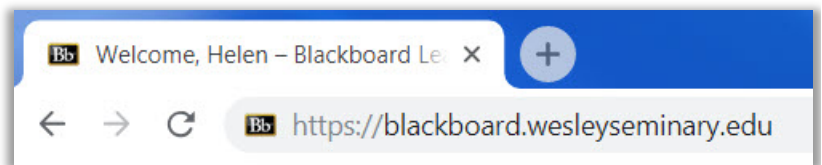
File Type...

It is best practice to always post documents and PowerPoint files on Blackboard as PDF files instead of .doc or .ppt files. PDFs are not easily changed, they are compatible with more computer systems/devices, and it is not necessary for the user to download them.

1. Navigate to Blackboard

Enter wts in front of your username, and then enter password.

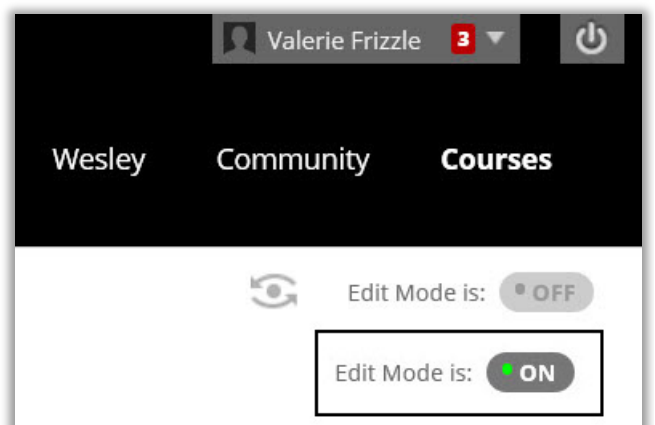
blackboard.wesleyseminary.edu



2. Enter your course



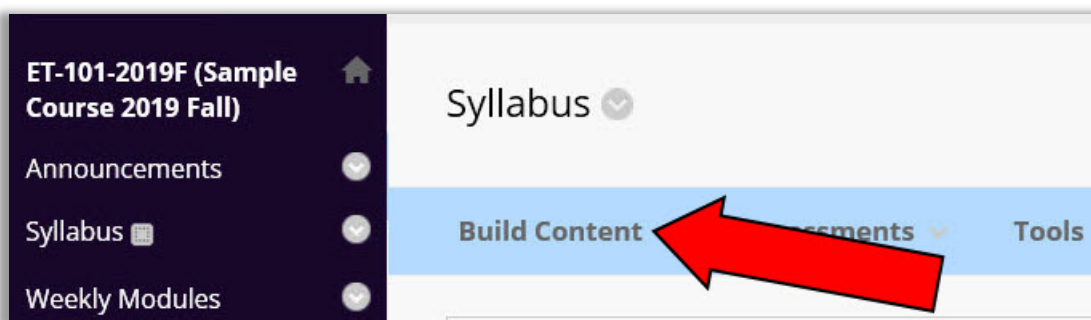
3. Make sure Edit Mode is in the ON position. Edit controls are in the upper right corner of the screen. If the Edit mode shows as Off, click **OFF** once to turn it on.



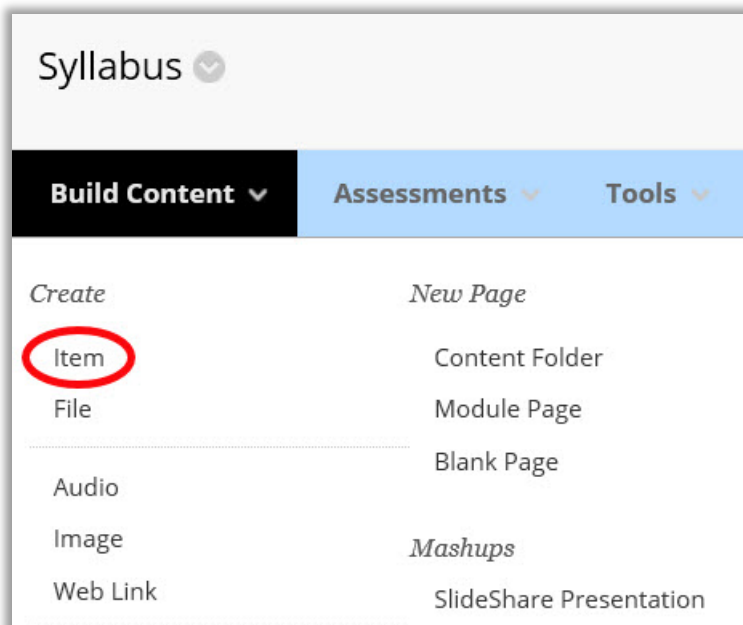
4. Click the course menu item where you want your document to be displayed. For example, Syllabus or Course Documents.



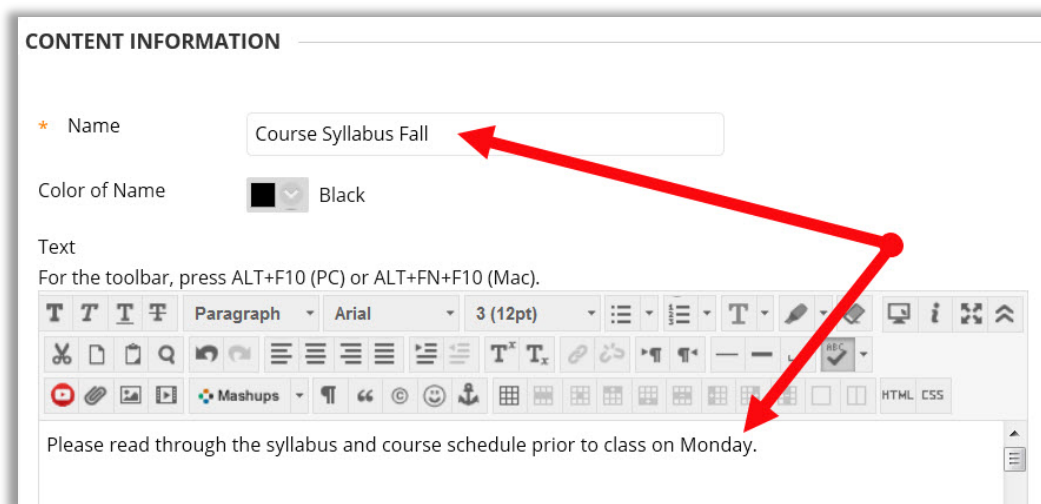
5. Move your mouse over **Build Content**



6. Click **Item**



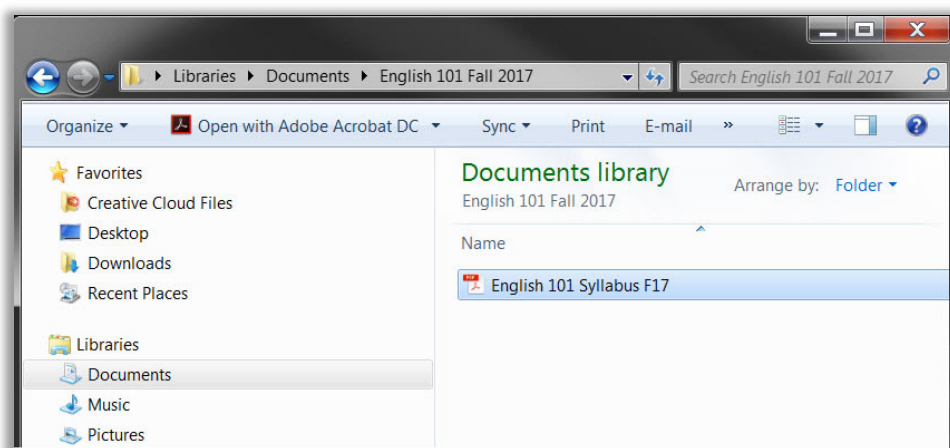
7. Enter a title for your document in the Name section. Enter any relevant descriptions or instructions in the Text section.



8. Under Attachments, you can either drag the file to the **Attach Files** section or click **Browse My Computer**

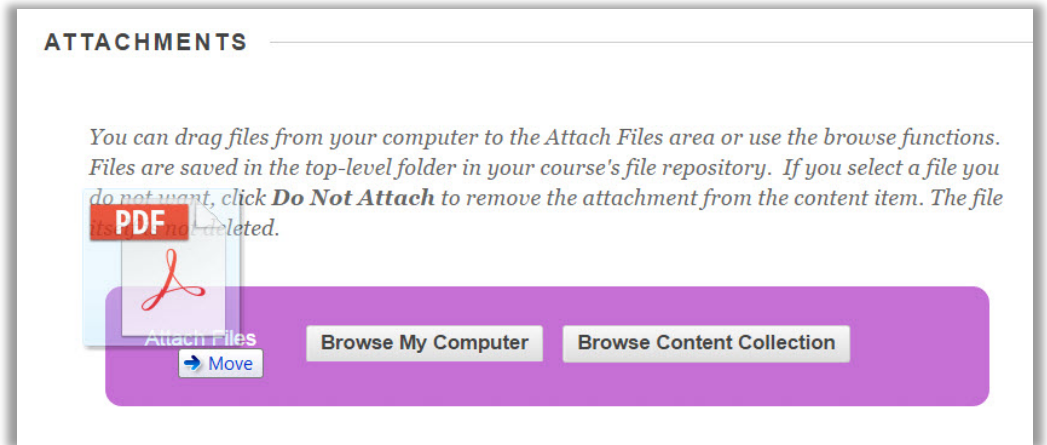


9. To drag the file, first open the File Explorer on your computer. (Windows - *Computer*, Mac - *Finder*). Locate the file and select it with your mouse. Click and hold the left mouse button on the file, and drag the file over to the Attach Files area until the



background shows fuchsia. When you see the fuchsia background let go of the mouse button.

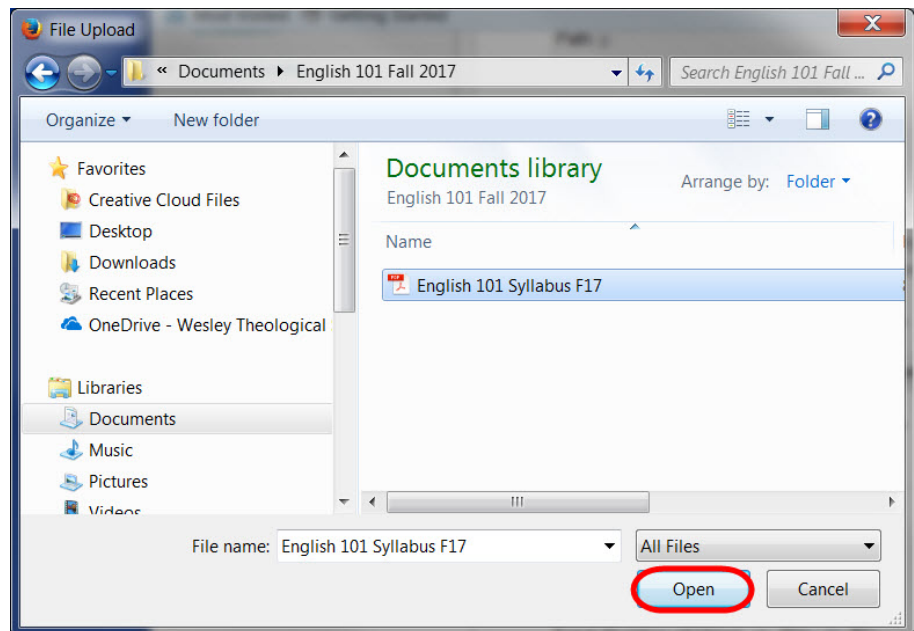
If you have trouble with this method, or prefer to browse for the file, see step 10.



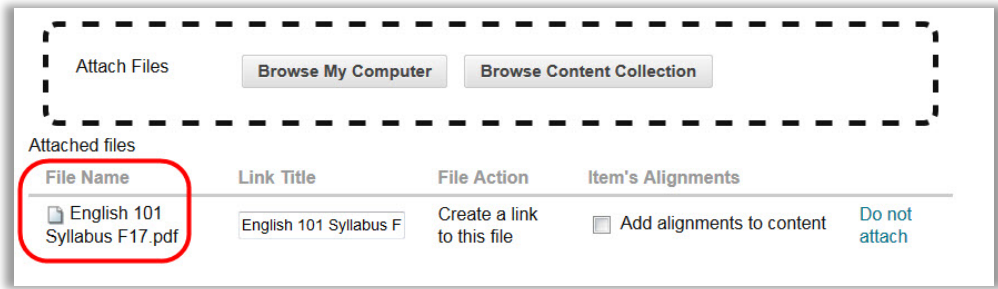
10. IF you prefer to use Browse My Computer, under Attachments click **Browse My Computer**.



11. Locate your document on your computer and click **Open**.



12. You will see that you have successfully attached the file as it will appear under Attached files.

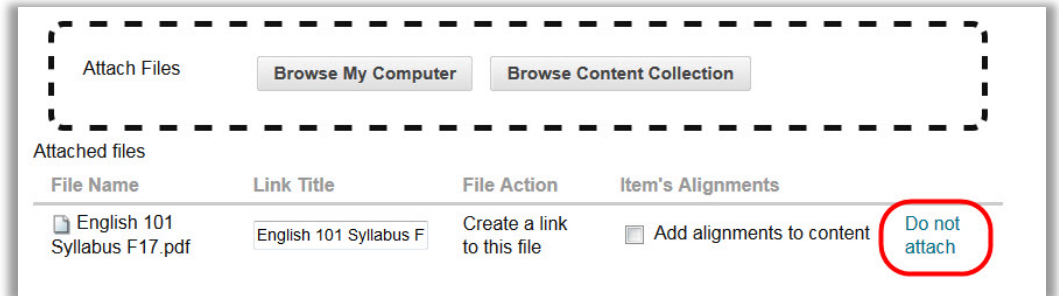


The screenshot shows the 'Attach Files' section with two buttons: 'Browse My Computer' and 'Browse Content Collection'. Below this is a table titled 'Attached files' with the following columns: File Name, Link Title, File Action, and Item's Alignments. The first row contains the file 'English 101 Syllabus F17.pdf', the link title 'English 101 Syllabus F', the file action 'Create a link to this file', and a checkbox for 'Add alignments to content'. A red circle highlights the 'File Name' column header and the file name itself.

File Name	Link Title	File Action	Item's Alignments
English 101 Syllabus F17.pdf	English 101 Syllabus F	Create a link to this file	<input type="checkbox"/> Add alignments to content Do not attach

You may repeat these steps and add multiple documents here.

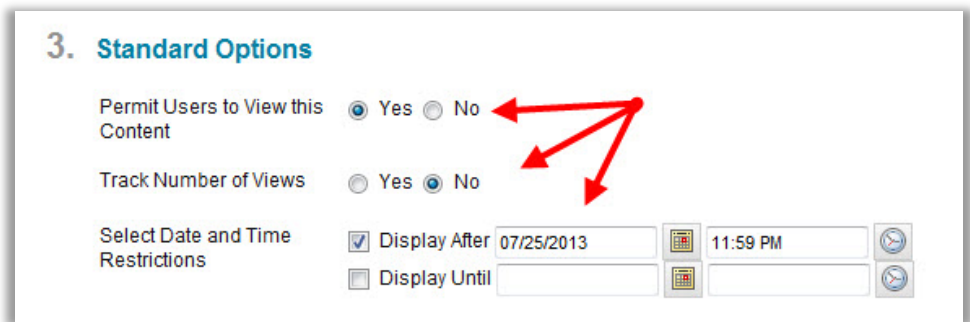
You can opt to not attach the document you just added by clicking **Do Not Attach**.



This screenshot is similar to the previous one, but the 'Do not attach' link in the 'Item's Alignments' column is circled in red.

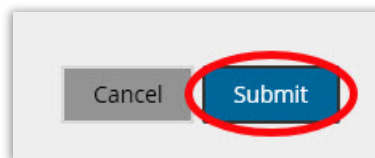
File Name	Link Title	File Action	Item's Alignments
English 101 Syllabus F17.pdf	English 101 Syllabus F	Create a link to this file	<input type="checkbox"/> Add alignments to content Do not attach

13. Under Standard Options you can change when and if the students can see the document. If you want to set a date for the document to be available, you can check the box next to Display After and enter a date and time.



The screenshot shows the '3. Standard Options' section. It includes three settings: 'Permit Users to View this Content' with radio buttons for 'Yes' (selected) and 'No'; 'Track Number of Views' with radio buttons for 'Yes' and 'No' (selected); and 'Select Date and Time Restrictions' with a checked box for 'Display After' and input fields for '07/25/2013' and '11:59 PM'. Red arrows point to the 'Yes' radio button for 'Permit Users to View this Content' and the 'No' radio button for 'Track Number of Views'.

14. When you are ready, click **Submit**.



The screenshot shows two buttons: 'Cancel' and 'Submit'. The 'Submit' button is circled in red.

If you have any questions or problems, please email Educational Technology at edtech@wesleyseminary.edu